

<b>AUDIT COMMITTEE</b>	AGENDA ITEM No. 6
<b>26 MARCH 2018</b>	<b>SUPPLEMENTARY REPORT</b>

Report of:	Fiona McMillan, Interim Director of Law and Governance	
Cabinet Member(s) responsible:	Councillor Seaton, Cabinet Member for Resources	
Contact Officer(s):	Pippa Turvey, Democratic and Constitutional Services Manager	Tel. 452460

## SUPPLEMENTARY REPORT - CHANGES TO THE CONSTITUTION

<b>U P D A T E D R E C O M M E N D A T I O N S</b>	
<b>FROM:</b> <i>Governance Board</i>	<b>Deadline date:</b> <i>N/A</i>
<p>It is recommended that Audit Committee recommend that Council approve:</p> <ol style="list-style-type: none"> <li>1. The updated Petitions Scheme set out in Appendix 1 to the original report.</li> <li>2. Changes to Council Standing Orders set out in Appendix 1 to the supplementary report.</li> <li>3. The insertion of the wording to the Member Officer Protocol:  <i>“Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health &amp; safety issues) which means this communication/information sharing is retrospective.”</i></li> <li>4. The amendment of all Committee Terms of Reference to include: <ul style="list-style-type: none"> <li>• For all Councillors to undertake training before being able to sit on a committee.</li> <li>• For all Councillors to undertake refresher training once every three years, or yearly for the Planning and Environmental Protection Committee and the Licensing Committee.</li> </ul> </li> </ol>	

### 1. GOVERNANCE BOARD CONSULTATION

- 1.1 Governance Board considered the proposed changes to the constitution at its meeting on 20 March 2018. Following debate the following alterations to the recommendations to Audit Committee were agreed.

#### **Petitions Scheme**

- 1.2 The recommendation in relation to the Petitions Scheme was agreed for submission to Audit Committee without alteration.

#### **Questions on the Combined Authority**

- 1.3 The recommendation in relation to standing orders on questions to the Combined Authority representatives was removed from the submission to Audit Committee. Governance Board requested that the issue be returned to Governance Board after a further six months to allow for the process to settle in.

### **Full Council Public Speakers**

- 1.4 The recommendation in relation to standing orders on public speakers at Full Council was agreed for submission to Audit Committee without alteration.

### **Voting Procedure**

- 1.5 The recommendation in relation to standing orders on the voting procedure at Full Council was agreed for submission to Audit Committee with a number of alterations. These are set out in Appendix 1 to this supplementary report.
- 1.6 An outline of the process for electronic voting at future meetings of Council is attached at Appendix 2 to the supplementary report.

### **Time Limits for Motion Debates**

- 1.7 The recommendation in relation to standing orders on time limits for motion debates was removed from the submission to Audit Committee. Governance Board agreed to hold an additional meeting of the Board to review the time limits at meetings of Council as a whole.

### **Postponing Meetings - Extenuating Circumstances**

- 1.8 The recommendation in relation to standing orders on the postponement of meetings in extenuating circumstances was agreed for submission to Audit Committee, with the addition of the ability to also cancel meetings in extenuating circumstances.

### **Member Officer Protocol - Cross Ward Working**

- 1.9 The recommendation in relation to cross ward working within the Member Officer Protocol was agreed for submission to Audit Committee, with the alteration of wording for insertion to:

“Members will normally, as a courtesy, keep Ward Councillors advised of matters in the ward in which the resident they are dealing with lives. There may be circumstances where urgent or immediate action needs to be taken (such as safeguarding or health & safety issues) which means this communication/information sharing is retrospective.”

### **Committee Terms of Reference – Training Requirements**

- 1.10 The Governance Board agreed an additional recommendation for submission to Audit Committee in relation to committee training requirements. This was for the Terms of Reference of each committee to be updated to include a requirement for all Councillors to undertake training before being able to sit on a committee. This would include a requirement to attend a refresher training session every three years, or yearly for Members of the Planning and Licensing Committees.